HOW TO APPLY

Using

USAJOBS®

and

Application Manager
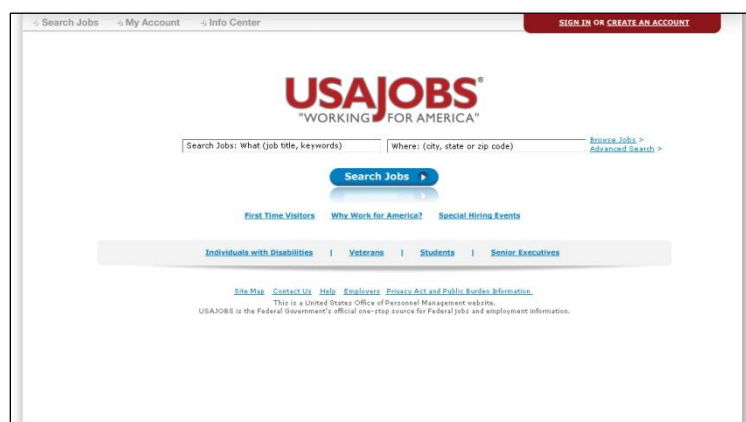
Department of Veterans Affairs

Step 1:

Finding and Viewing a Vacancy Announcement

1A: Go to USAJOBS and Search for a Job

- Go to www.usajobs.gov
  - Search for a job:

1B: Read and Print the Vacancy Announcement

- Click on any of the tabs (i.e., *Overview*, *Duties*, *Qualifications* and *Evaluations*, *Benefits and Other Info*, and *How to Apply)* to view that section of the vacancy announcement. Or you can scroll down the page to see the rest of the announcement.
- Take care to read entire vacancy announcement and print the announcement.
  - Look in the box to the right side of the screen in the vacancy announcement and click ***Print Preview*** to view the entire vacancy announcement on one page which can be easily printed:

USA STAFFING® — VA

- ■ **Print** the vacancy announcement. You can also save this link in My Account so you can quickly find the announcement again.
- ■ Document the Vacancy Identification Number. This is the last 6 digits of the Job Announcement Number (i.e. 325259):

♦ IMPORTANT! ♦

Document the Vacancy Identification Number!

- ■ The last 6 digits of this number are required to return to the vacancy announcement
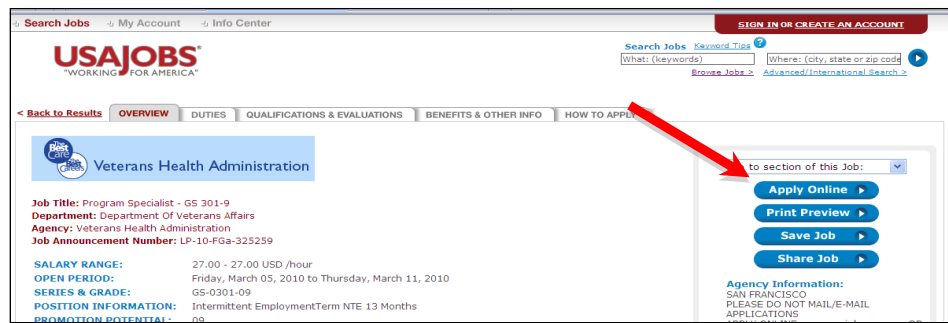- ■ This is NOT the USAJOBS Control Number

Refer to the Applicant Checklist provided in the vacancy announcement

- ■ This provides special application instructions and requirements

Step 2:

Starting the Online Application Process

2A: Apply Online

- At the floating window on the right of the announcement, click *Apply Online*:

🔥 **IMPORTANT!** 🔥

Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you have an existing USAJOBS account

- Enter your username and password
  - ③ If you have forgotten your username and password click *Forgot Password* and follow instructions (Note: you will have to return to the vacancy announcement and click *Apply Online* to restart the application process)
- Click *Log In*
- Skip to step **2F: Select Resume and Any Supporting Information** (page 11)


2B: Create USAJOBS Account

- Click *Create an Account* link in the top right-hand corner.
  - ③ This will open the Create New Account page:

- Complete all required information
  - ③ Document your User Name and Password for future reference
  - ③ Click *I Agree. Create My Account.* after completing your information:

⚑ NOTE ⚑

- You will be prompted to edit your username if it is not unique
- Your password must contain a special character, a number, and be at least 8 characters in length
- Document your Username and Password for future reference!

③ At the welcome page for your account, select ***Build New Résumé*** to create a résumé or, if you already have one, you can upload your existing résumé by clickiing on ***Upload Résumé***.

<div style="background:#dce9f2">
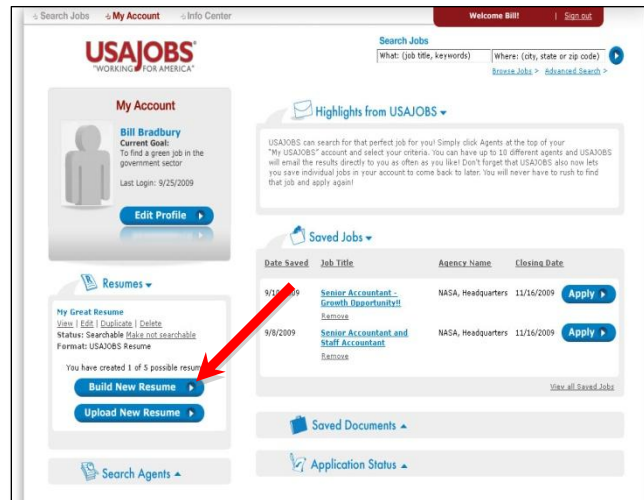
❗ IMPORTANT! ❗

If you upload your résumé, make sure it contains all the information needed to be considered, such as:

- Dates position was held (month and year)
- Whether a job was part time or full time
- Description of duties performed in the job

</div>

2C: Create Résumé

- Click *Build New Résumé*
    - ③ This opens the Getting Started section of Résumé Builder:

- Complete the required information for the Experience and Related Information sections.
    - ③ Click *NEXT* after completing each section
- This will open the Finishing Up section of Résumé Builder
    - ③ Click *Activate Resume*:

■ This will open the Résumés section of My USAJOBS where you will see your résumé listed:

2D: Upload Any Supporting Documents

■ Return to the main page and click on *Saved Documents*:

- Upload all required documents individually
    - For each, select the document type it most closely fits: resume, transcript, veterans documentation, qualifications, or miscellaneous
    - Click *Browse*
    - Choose the document to upload from your computer:
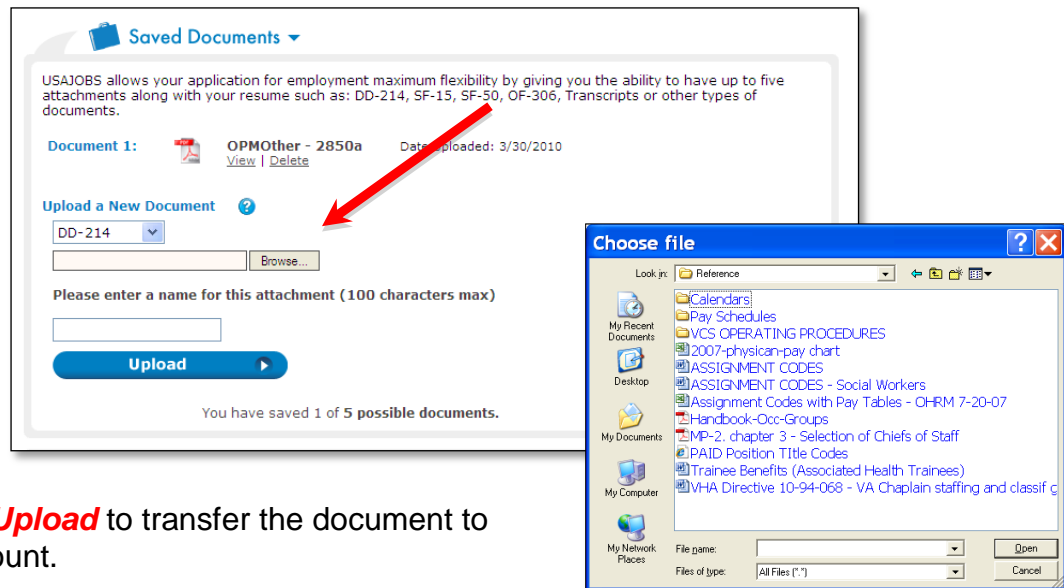
- Click on *Upload* to transfer the document to your account.

◆ Success! ◆

You have successfully created an account in USAJOBS and are ready to start the application process.

2E: Return to the Vacancy Announcement

- Click the ***Browse Jobs*** link in the upper right-hand corner of the My Account page.
- This will take you to the Basic Search page:
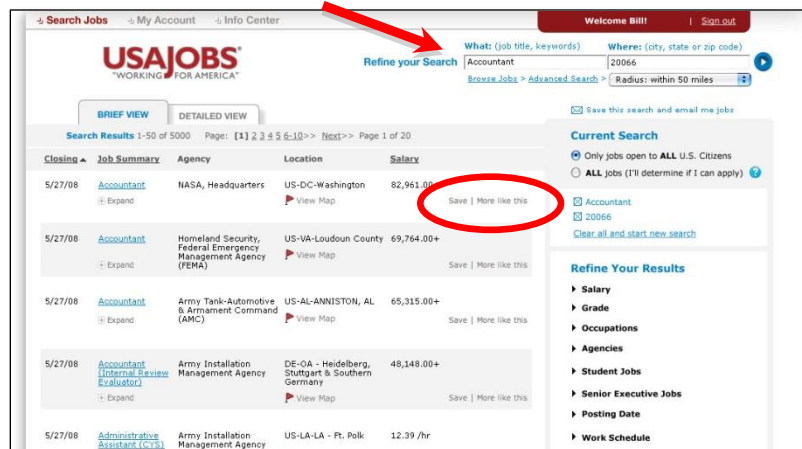

- In the Keyword Search field (see arrow), type the title or similar key for the vacancy announcement you wish to apply
  - ③ You may also search for other jobs by selecting additional criteria
  - ③ Now that you have an account, you can click ***Save*** (see circle) to save a link to the announcement in your account. Then just click on the saved link in My Account to return to the announcement.
- Scroll through the listings and click on one that interests you to see the full announcement.
- Repeat step: **2A: Apply Online**

2F: Select Résumé and Any Supporting Documents

- Click on the title of the résumé you created
  - ③ This will highlight the title in blue
- Click on any additional documents you wish to include in your application
- Click the box by the certification statement to agree with the statement, then click the ***Apply for this position now*** button:

♦ NOTE ♦

Return to this page at any time by repeating step **2E: Return to the Vacancy Announcement** (page 10)

③ Clicking on ***Apply for this position now*** will take you to USA Staffing® Application Manager: via a page where you click ***Take me there now***:

③ At the next window click the *Proceed with my Application* button:

Application Manager

Login | Important Links | Help

Welcome, SHERRON.

Not SHERRON L MEADOWS? You were automatically logged in to this account from USAJOBS. You need to click here to return to USAJOBS and create your own account under your name.

Proceed with my Application

Step 3:

Completing Your Application in Application Manager

3A: Create an Account in Application Manager

■ Click the ***Proceed with my application*** button to open the Log In page of Application Manager

NOTE

If you have previously created an account in Application Manager:

■ You will be routed to the Biographic Information section of the Assessment

■ Skip to step **3B: Complete the Assessment** (page 15)

■ Ensure that all the information in this section is complete and accurate

■ Select ***Create an Account***

① Enter your email address. This is to verify that you do not have an existing account.

ⓘ If no account is found, click *I'm done checking for accounts:*

ⓘ Select the correct email address. If the address you want to use is not listed (for example, you made a typing error), return to the login page and start over by clicking *Create Account.* Then repeat the steps above.

ⓘ Click *Create account with this address*

ⓘ Make up a user name for your account. This is the name you will use to access your account in the future. This must between 6 and 8 characters in length

ⓘ Enter this user name and then click *Create user name*

🔥 IMPORTANT! 🔥

■ **Document your User Name and Password for future reference!**

■ You will be prompted to edit your user name if it is not unique

① Complete the requested information (password and answer to secret question).

② Click ***Proceed to Application Manager***

🔥 **IMPORTANT!** 🔥

To apply, you must complete the Assessment in Application Manager

- This will ask you for your biographic information and information about your training and experience
- Take care to answer all questions correctly

3B: Complete the Assessment

■ This will open the Biographic Information section of the Assessment:

■ Complete all required information

■ Click *Next*

■ Repeat for each section of the Assessment:

3C: Re-using and Uploading Documents in Application Manager

- Click on *Re-Use Documents* to open the Re-use Documents section of the application process:

- This displays the resume submitted through USAJOBS and any supporting documents you chose in step **2F: Select Resume and Any Supporting Documents** (page 11). These documents will be forwarded automatically when you click the Submit button in Application Manager (see **step 3D: Submit My Answer**s on page 19).

- Any documents previously submitted through Application Manager will be listed under Documents Available for Re-use
  - ① Select any documents to submit by checking the box next to them, if you want to add any of these documents to your application package.

🔥 NOTE 🔥

The **Documents in Application Package** will include the resume you created in USAJOBS

- Any documents previously submitted to vacancy announcements through Application Manager will be listed under **Documents Available for Re-use**
- Select any documents to submit by checking the box next to it

---

- Select *Next*
  - ③ This will open the Upload Documents section of the online application process:

- Documents may be uploaded as described in step **2F: Select Resume and Any Supporting Documents** (page 11). You do not have to upload documents in Application Manager if you have already uploaded the documents in your account in USAJOBS.
  - ③ Click **Next**:

🔥 **NOTE** 🔥

Refer to the **Required Documents** and **Applicant Checklist** in the vacancy announcement for a complete list of required documents

- Failure to submit all applicable required documents may result in you not being considered for employment.

3D: Submit Application

■ Click *Submit My Answers*:

🔺 IMPORTANT! 🔺

You must click *Submit My Answers* to apply!

■ Failure to submit your answers will result in you not being considered for employment

■ If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

③ A confirmation of Submission message will appear:

- Click *View/Print My Answers* on the Navigation Bar to see your answers
- Click the *Main* button to view the Status of your Application Package:
- Click *Logout* to exit Application Manager

❗ SUCCESS! ❗
You have successfully applied to this position!

Step 4:

Checking the Status of Application Packages

Sign-in to My Account at USAJOBS:

- Go to http://my.usajobs.gov/Login.aspx
  - ③ Sign-in using the user name and password you created in step **2B: Create USAJOBS Account** (page 5)
- Click on Application Status to see the status of all Application Packages
  - ③ For detailed information regarding your application, click on "more information." This will take you to Application Manager for more detailed information about your application.

- At Application Manager, you can click the *Details* tab to view additional information on Assessments, Documents, Messages, and Application Package History:

❗ REMEMBER ❗

Complete and up-to-date information on the status of your application packages can be found 24 hours a day in you're My Account and Application Manager accounts

- http://my.usajobs.gov/Login.aspx
- https://ApplicationManager.gov

Alternative to Applying Online:
Faxing Applications

> ## ❗ NOTE ❗
>
> Applicants are STRONGLY ENCOURAGED TO APPLY ONLINE whenever possible
>
> - Faxed applications may take 2-3 business days to process
> - The status of faxed applications will not be available online
> - DO NOT fax documents that have been submitted online
> - Faxed documents submitted with missing information will not be processed

- Applications may be faxed to 1-478-757-3144
  - You must complete your application using the OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf
    - This should go on top of your faxed documents
  - Include your resume and any supporting documents

- Supporting documents may be faxed as an alternative to uploading
  - If an application has been completed online do not complete the 1203-FX
  - Use the required cover sheet for supporting documents http://staffing.opm.gov/pdf/usascover.pdf
  - DO NOT fax documents that have already been submitted online

- Reference the vacancy announcement for more information on faxing

USA STAFFING
VA

Where to Find Help:

USAJOBS
"WORKING FOR AMERICA"

www.usajobs.gov

Search for Jobs • Create Resumes • Find Veteran's Employment Resources
Upload Documents • Much More

Application Manager

https://ApplicationManager.gov

Apply • View Application Status • View Previous Applications • Much More

---

PBI Interviewing
PERFORMANCE BASED INTERVIEWING
Department of Veterans Affairs

www.va.gov/pbi

Find Tips on Preparing for an Interview • Find Tips for Conducting an Interview

---

vacareers
www.vacareers.va.gov

VA Careers: Applications and Forms

http://www.vacareers.va.gov/l2_Jobs_Forms.cfm

Application Forms • Fax Cover Page • Application for 10-point Veterans Preference